

Conference Spending Report Cover letter
for FOIA request number FOIA-HQ-2017-000066

Purpose: The following reports are submitted to OIG for conferences above \$100,000.

Attached are the reports for:

FY2014 & FY 2015 Conference Spending Report-Supplemental Cost information.
Please note the FY 2016 report is not due to the OIG until January 2017.

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“Conferences” above \$100,000

1. Energy Star Products Meetings

a. Conference Spending Request Form ID: 10000996

- **Date:** 10/27/2014 – 10/29/2014
- **Location:** Scottsdale, AZ
- **Cost:** \$156,843
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$0
 - *Travel Cost* \$31,229
- **Total Attendees:** 523
- **Individuals traveling on agency funds:** 22 (15 EPA travelers, 7 non-EPA travelers)
- **Cost Methodology:** Prior to beginning work on planning this conference, EPA staff defined in significant detail all pre-meeting, onsite, and post-meeting tasks associated with planning and executing the 2014 ESPPM. These tasks and estimated costs were reflected in both the Statement of Work governing the Contractor’s work for that period of time; they were also outlined in the approved EPA Form 5170 for the 2014 ESPPM. Both documents were finalized in advance of work commencing, and guided agency and Contractor staff in allocating and managing costs related to the meeting throughout the project.
- **Contract Procedures:** Contracts associated with the 2014 ESPPM were issued by the Contractor for the meeting space and associated exhibit vendor services through a competitive RFQ process. The Contractor is required to adhere to all prevailing requirements for government meetings, including but not limited to the approved EPA Form 5170 for that meeting, federal financial management requirements for government meetings, especially with regard to co-sponsorship and food and beverage, as well as federal guidelines for environmentally responsible meetings.
- **Cost Comparison:** The annual ESPPM has become a critical tool for helping EPA to cost-effectively meet and work with the hundreds of key partners who help the ENERGY STAR program deliver on – if not exceed – its energy savings and greenhouse gas emissions reduction goals every year. As such, the meeting is managed under a standing contract vehicle, and EPA staff are constantly looking for ways to create efficiencies in meeting planning and execution to reduce costs wherever possible, while ensuring that the meeting still serves to advance the agency’s mission in the most effect manner possible through high quality, relevant content, and effective delivery.
- **How the conference advances the agency mission:** The ENERGY STAR Products Partner Meeting directly supports the network of partners who leverage ENERGY STAR to improve the energy efficiency of homes and industrial facilities, benefitting the public through enhanced education the value of energy efficiency to all of us, as well as delivering energy and utility bill savings, and related greenhouse gas emissions reductions. The meeting also provides an opportunity to showcase the EPA’s environmental stewardship in meeting management, through informing meeting participants about environmental efforts associated with the meeting, and providing opportunities for partners to contribute to these efforts. Additionally, the event is focused on creating an opportunity for partners to take action and deliver results, directly advancing the EPA’s mission to protect human health and the environment through increased energy efficiency that reduces energy production and the associated greenhouse gas emissions.

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2. International Emissions Inventory Conference

a. Conference Spending Request Form ID: 10000400

- **Date:** 04/13/2015 – 04/16/2015
- **Location:** San Diego, CA
- **Cost:** \$160,068
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$9,146
 - *Travel Cost* \$79,066
- **Total Attendees:** 320
- **Individuals traveling on agency funds:** 48 (47 EPA travelers, 1 Non-EPA traveler)
- **Cost Methodology:** The EIC is a highly successful biennial event that follows a longstanding, proven approach. The established expenditures and associated costs from the previous EIC, as well as detailed conference requirements and preliminary informal market research for a major metropolitan California locale served as the reference for the 2015 EIC cost estimates. Travel cost estimates were based upon established government per diem and contract carrier fares. Significant effort was made to reduce costs to include measures such as not providing any food or light refreshments, and minimal on-site contract staff support.
- **Contracting Procedures:** Conference planning support was provided via a work assignment contract awarded under a full and open competition.
- **Cost Comparisons:** This contractor was selected due to extensive experience and knowledge of the specialized logistics and other requirements unique to this event. The cited conference-specific experience and knowledge is based upon the fact that this contractor has very successfully provided EIC planning and execution support for several previous iterations. Further, the methodology and process for fulfilling the EIC support requirements are well established for this contractor; switching to a different contractor would necessarily require more hours thus increasing the incurred expense.
- **How the conference advances the agency mission:** This conference advances and supports the EPA's mission by facilitating dialogue between the agency and its stakeholders regarding the latest developments in emissions inventory development, reporting requirements, and associated inventory implementation approaches. It also provides training not otherwise available. The conference also directly supports the electronic reporting, data transparency, and scientific integrity goals and mission of the Office of Air Quality Planning and Standards and the agency.

A key objective of this conference is to facilitate dialogue between the EPA, other federal agencies, state, local, and tribal agencies, and other stakeholders regarding the latest developments in emissions reporting requirements and associated implementation approaches. It also provides a major, comprehensive and in-person forum for interactions among and between emission inventory professionals across regulatory agencies and affected entities, industry, and academia. Emission inventory issues are of vital importance for any organization that relies on air quality models and State Implementation Plan development in support of National Ambient Air Quality Standards. Without emission inventories, air quality forecasts, NAAQS implementation and other air quality assessments could not be done.

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3. ENERGY STAR Partner of the Year Awards Meeting

a. Conference Spending Request Form ID: 10000737

- **Date:** 04/20/2015
- **Location:** Washington, D.C.
- **Cost:** \$145,510
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$26,318
 - *Travel Cost* \$2,203
- **Total Attendees:** 900
- **Individuals traveling on agency funds:** 1 non-EPA traveler
- **Cost Methodology:** Before beginning work to plan this meeting, EPA staff defined in significant detail all pre-meeting, onsite, and post-meeting tasks associated with planning and executing the 2015 ENERGY STAR Partner of the Year Awards Meeting. All tasks and estimated costs were reflected in both the Statement of Work for contractor support during that period of time; they were also outlined in the approved EPA Form 5170 for the 2015 ENERGY STAR Awards Meeting. Both documents were finalized in advance of work commencing, and guided agency and contractor staff in allocating and managing costs related to the meeting throughout the project.
- **Contracting Procedures:** Contracts associated with the 2015 ENERGY STAR Awards Meeting were issued by the contractor for the meeting space and associated exhibit vendor services through a competitive RFQ process. The contractor is required to adhere to all prevailing requirements for government meetings, including but not limited to the approved EPA Form 5170 for that meeting, federal financial management requirements for government meetings, including with regard to co-sponsorship and food and beverage, as well as federal guidelines for environmentally-responsible meetings.
- **Cost Comparison:** The annual ENERGY STAR Awards Meeting is a critical tool for helping EPA cost-effectively meet and work with its best partners who lead the way in helping the ENERGY STAR program deliver on its energy savings and greenhouse gas emissions reduction goals every year. The meeting is the main driving factor in encouraging continuous improvement and innovation by partners, due to the fact that it is the premier event each year in which ENERGY STAR's top partners are recognized for their outstanding work by high-level officials at EPA. The meeting is managed under a standing contract vehicle, and EPA staff are constantly looking for ways to create efficiencies in meeting planning and execution to reduce costs wherever possible, while ensuring that the meeting still serves to advance the agency's mission in the most effective manner possible through high quality, relevant content, and effective delivery.
- **How the conference advances the agency mission:** ENERGY STAR POY winners help to transform the market for energy efficiency services and products across the residential, commercial and industrial sectors. The POY Awards are also a positive, affirming experience for partners, demonstrating the EPA's appreciation of all of their hard work in improving energy efficiency and protecting the environment. We receive very positive, enthusiastic partner feedback after each year's ceremony. Organizations leave with renewed enthusiasm for their partnership with the EPA and with more knowledge about the ENERGY STAR brand and our combined benefits for the environment. They also take home key best practices in corporate leadership, individual commitment, problem-solving innovation, cost-effective investments and teamwork that contribute to even greater energy efficiency efforts.

Due to the recognition ceremony, partners are further encouraged to increase their support of ENERGY STAR and their protection of the environment and public health. Partners work harder to meet energy efficiency goals within their own organizations and increase the outreach they do

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to educate the public about ENERGY STAR. Also, the positive press from the event increases interest in the brand, resulting in new, active partners that further advance the EPA's mission.

4. 2015 Budget Technical Training Workshop

a. Conference Spending Request Form ID: 10000519

- **Date:** 04/21/2015 – 04/23/2015
- **Location:** Research Triangle Park, NC
- **Cost:** \$114,609
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$0
 - *Travel Cost* \$109,122
- **Total Attendees:** 176 + 50 virtual participants
- **Individuals traveling on agency funds:** 141 EPA travelers
- **Cost Methodology:** The Office of the Chief Financial Officer utilized EPA's internal Working Capital Fund Conference Planning Service to procure the necessary space to hold the training workshop and to purchase conference supplies, in addition to assisting with workshop registration. Conference expenditures were tracked and reported by using the appropriately assigned conference funding code, required for EPA conferences, via the EPA financial system.
- **Contracting Procedures:** N/A – No outside contracting assistance was procured.
- **Cost Comparisons:** N/A – No outside contracting assistance was procured.
- **How the conference advances the agency mission:** The purpose of this training event is to give the budget community a chance to come together to obtain information and hands-on training, discuss current and future budget issues. It allows for those in the budget community to be trained on the latest software through demonstrations and hands-on training. Lastly, this training event will enhance the effectiveness of the EPA's budget community and improve operations.

5. OA Training Workshop

a. Conference Spending Request Form ID: 10000815

- **Date:** 06/23/2015 – 06/25/2015
- **Location:** Research Triangle Park, NC
- **Cost:** \$161,096
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$0
 - *Travel Cost* \$109,676
- **Total Attendees:** 102
- **Individuals traveling on agency funds:** 97
- **Cost Methodology:** OARM's Office of Administration internally tracked all conference costs associated with the conference. All conference travelers that used EPA funds for their conference travel were required to use the conference funding code of MM165101.
- **Contracting Procedures:** This conference was funded on a complete basis.
- **Cost Comparisons:** The costs for the conference were compared to costs associated with previous conferences. All conference activities were evaluated to determine if costs were appropriate and reasonable. In preparing for the training, OARM's Office of Administration conducted extensive cost analysis to identify a facility and contractor support that came at the lowest possible cost to EPA. Further, OARM's Office of Administration relied on existing support contracts to minimize contract support costs.
- **How the conference advances the agency mission:** With the announcement of Executive Order 13693, Planning for Federal Sustainability in the Next Decade, and OMB M-12-12 Section 3: Reduce the Footprint, it was necessary that a forum be provided to address these new federal

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mandates. Additionally, this training workshop allowed the Office of Administration to discuss and disseminate information to the regions that will affect all aspects of Facilities Management, Security Management, and Safety Health and Environmental Management programs.

6. Community Involvement Training Conference (CITC)

a. Conference Spending Request Form ID: 10000659

- **Date:** 08/03/2015 – 08/06/2015
- **Location:** Atlanta, GA
- **Cost:** \$436,920
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$21,394
 - *Travel Cost* \$195,365
- **Total Attendees:** 881
- **Individuals traveling on agency funds:** 164 (137 EPA travelers. 27 non-EPA travelers)
- **Cost Methodology:** The CITC is a highly successful biennial training event that follows a longstanding, proven approach. The established expenditures and associated costs from the prior year's conference served as the reference for the costs of the 2015 CITC. Each conference activity was assessed in terms of need, scope and cost to identify any potential cost savings while maintaining the elements that make the CITC so consistently successful. The greatest opportunity for cost reduction was associated with the conference planning contract where all work was significantly streamlined by reducing the number of concurrent sessions from 6 to 5, not providing any food or light refreshments, scaling back on-site contract staff support, applying a standard A/V setup for conference sessions to decrease A/V cost and only corresponding with conference participants via e-mail (no printed letters or invitations).
- **Contracting Procedures:** Conference planning support was provided via a time and materials task order contract awarded under a full and open competition.
- **Cost Comparison:** This contract, which provides broad (technical, administrative and logistical) support to the Office of Land and Emergency Management (OLEM), was selected due to the contractor's extensive experience and knowledge of the specialized logistics and other requirements unique to this training conference. The cited conference-specific experience and knowledge is based upon the fact that this contractor has provided CITC planning and execution support to the Agency since 1998.
- **How the conference advances the agency mission:** This conference advances and supports the Administrator's public mission theme: "Making a Visible Difference in Communities across the Country: EPA must work each and every day – hand-in-hand with other federal agencies, states, tribes, and local communities – to improve the health of American families and protect the environment one community at a time, all across the country."

A key objective of this conference was to train the EPA staff to work effectively with community representatives. The CITC provided a major comprehensive and in-person forum for interactions among and between the EPA and state, local, and tribal community representatives.

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7. Joint Water Quality Standards (WQS) Meeting

a. Conference Spending Request Form ID: 10000406

- **Date:** 03/11/2015 – 03/13/2015
- **Location:** Washington, D.C.
- **Cost:**
 - *Food & Beverage Cost* \$7,260
 - *Audio-Visual Services Cost* \$1,400
 - *Travel Cost* \$39,425.41
- **Total Attendees:** 96
- **Individuals traveling on agency funds:** 31 (20 EPA travelers, 11 Non-EPA travelers)
- **Cost Methodology:** EPA travel was tracked by the conference code: MM302801. The contractor tracked cost for the Work Assignment (WA) by task. This was a separate task in the WA, so all meeting related costs were tracked under the specific task (i.e., Task 5).
- **Contracting Procedures:** The contract was awarded on a competitive basis. The contractor provides mission support to the Standards and Health Protection Division (SHPD) in OST. The contractor was evaluated on performance of all aspects related to our division's work at the time of contract award. This would include the ability to meet the needs of conference planning and logistical support. Horsley Witten (HW) was competitively selected as the small business support contractor by an SHPD Technical Evaluation Panel in 2012 and was SHPD's support contractor for the 2013 and 2014 Joint WQS meetings.
- **Cost Comparisons:** Contract support was not sought specifically for this meeting because SHPD had a current contract in place with the scope to cover this activity.
- **How the conference advances the agency mission:** The Joint Water Quality Standards Meeting is an annual 3-day meeting of state, regional and EPA headquarters water quality standards staff. The meeting is an opportunity to discuss significant water quality issues and work toward addressing mutual policy concerns. The meeting advances the agency's mission because all meeting participants work to develop and/or implement water quality standards that protect and enhance the nation's waters.

8. National NPS Program National WQI Workshop

a. Conference Spending Request Form ID: 10000203

- **Date:** 11/17/2014 – 11/20/2014
- **Location:** Dallas, TX
- **Cost:**
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$10,243
 - *Travel Cost* \$53,497
- **Total Attendees:** 216
- **Individuals traveling on agency funds:** 38 (including 33 EPA staff, 3 contractor staff and 2 speakers)
- **Cost Methodology:** The costs for the previous National Nonpoint Source (NPS) Program National Meeting held in Annapolis, MD in June 2012 was used as a reference for this workshop. Costs for the 2014 meeting actually ended up being higher as we had higher than expected EPA staff attendance and higher attendance by other federal, state and tribal agency staff.
- **Contracting Procedures:** The task order to support this 2014 workshop was awarded under full and open competition under U.S. EPA's Technical Support for Assessment and Watershed Protection Contract. Through this task order the agency was able to obtain logistical and facilitation support for the 2014 workshop, and the contractor was able to enter into a contract to

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secure the hotel for the workshop including meeting rooms, audio visual equipment, and Internet access.

- **Cost Comparisons:** The cost for the 2014 workshop was compared to costs associated with a previous workshops. All conference costs were evaluated to determine if costs were fair and reasonable.
- **How the conference advances the agency mission:** The workshop was sponsored by the EPA's NPS Control Branch and EPA Region 6 in Dallas, TX. The purpose of the workshop was to bring together state, tribal, EPA Regional and Headquarters staff and others to help improve implementation of the Clean Water Act section 319 NPS Program and other programs addressing NPS pollution. NPS pollution is the leading cause of remaining water quality problems in the U.S.; states and tribes have the lead to develop programs to address these problems. The meeting helped attendees to build stronger working relationships which allow the EPA and states/tribes to deliver stronger programs to control NPS pollution. In addition, the last day and a half of the workshop focused on agricultural NPS issues and staff from the U.S. Department of Agriculture's Natural Resource Conservation Service joined the workshop to work toward strengthened collaboration among EPA, state/tribal water quality agencies and USDA on the NWQI and other implementation programs. The 319 NPS Program and the NWQI supports the agency's mission to protect and restore the nation's water quality.

9. National Brownfields Training Conference

a. Conference Spending Request Form ID: 10000518

- **Date:** 09/01/2015 – 09/03/2015
- **Location:** Chicago, IL
- **Cost:** \$683,671
 - **Food & Beverage Cost** \$0
 - **Audio-Visual Services Cost** \$0
 - **Travel Cost** \$138,857
- **Total Attendees:** 2,668 (194 EPA Employees)
- **Individuals traveling on agency funds:** 104 (92 EPA travelers, 12 contract staff)
- **Discussion of the methodology used to determine which costs relate to the conference:** Conference costs included total contractor costs, based upon contractor invoices associated with a task order dedicated to planning and logistical support for the conference. Conference travel costs were determined by totaling all travel costs associated with the conference travel accounting code (ML75D101).
- **Contracting Procedures:** The contract for this conference was awarded under a full and open competition, which resulted in multiple awards. The task order requesting all conference planning and logistical support was then awarded after being competed across three prime contractors.
- **Cost Comparisons:** 25 cities/metro areas were requested to respond to an RFP to host the National Brownfields Training Conference. The criteria used to evaluate the cities and properties that submitted proposals in response to the RFP were evaluated on date availability, location, availability of meeting space and hotel accommodations, quality rating, services, and price. OBLR also took into account travel costs to government employees when evaluating offers. All of these factors had to be taken into account when selecting a venue to determine which city / property offered the best value for the government.
- **How the conference advances the agency mission:** The National Brownfields Training Conference ties directly to three of the agency's themes established by Administrator McCarthy: (1) making a visible difference in communities across the country; (2) launching a new era of State, Tribal and local partnerships; and (3) working towards a sustainable future. The National Brownfields Training Conference provides opportunities for attendees to learn about enhancing

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the livability and economic vitality of neighborhoods around brownfields sites, using green infrastructure to manage urban waters, and considering the impacts of decisions on environmental justice communities. The National Brownfields Training Conference provides a multitude of opportunities for the EPA to work with the states, tribes, local governments, and sister federal agencies that constitute our country's environmental protection enterprise, to ensure the efficiency, efficacy, and coordination of our overlapping and complementary efforts.

Additionally, the National Brownfields Training Conference is a training event and offers over 100 educational sessions designed to provide communities, non-profits, and environmental justice stakeholders the opportunity to learn from the experiences of their peers and from experts in the fields of financing, leveraging public outreach, and brownfields assessment and cleanup. Our educational programming is tailored around several tracks, or general subject areas, that reflect Administrator McCarthy's priorities and the overall needs of our major stakeholders. The biannual National Brownfields Training Conference is the EPA's largest national event focusing on environmental revitalization and economic redevelopment. The Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields properties. The conference historically serves over 5,000 stakeholders, including community leaders, non-profits, state and Tribal officials, environmental justice leaders, private sector developers and environmental engineering firms.

The Brownfields Conference is one of the only national events that collectively serves government, non-profit, and private sector Brownfields stakeholders and provides stakeholders the opportunity to share success stories and challenges. The conference also provides a unique opportunity for environmental justice stakeholders to caucus and expand their conversations on community revitalization goals. There are no other national conference opportunities that achieve this same purpose.

10. 25th National Tanks Conference and Expo

a. Conference Spending Request Form ID: 10000671

- **Date:** 09/14/2015 – 09/16/2015
- **Location:** Phoenix, AZ
- **Cost:** \$116,968
 - **Food & Beverage Cost** \$0
 - **Audio-Visual Services Cost** \$0
 - **Travel Cost** \$104,907
- **Total Attendees:** 767
- **Individuals traveling on agency funds:** 84 (83 EPA travelers, 1 Non-EPA travelers)
- **Cost Methodology:** EPA incurred only travel, registration, and shipping charges associated with the conference. The Office of Underground Storage Tanks (OUST) informed Agency participants of the conference project code to include on their travel authorizations. Approximately seventy days after the conference, OUST obtained the paid travel voucher amounts from the COMPASS database based upon the conference project code. For the participants who did not use the conference project code or submit travel vouchers by this date, we asked them for their paid costs. For those who did not respond to our request, OUST determined an average amount paid for travel based upon the paid vouchers and used this amount as a substitute for the missing information. NEIWPCC supplied the conference and workshop registration fees data.

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Representatives from OUST and Regional Program Managers (OUST/RPM) held a meeting the afternoon and next morning after the conference to save travel money and time of those already attending the conference.

OUST identified the overnight attendees based upon the meeting attendance sign in-sheet. The travel expenses of those who stayed overnight to attend the OUST/RPM meeting were subtracted from the total conference travel costs. OUST used a one day per diem and lodging (\$191) as the cost associated with the overnight stay of the OUST/RPM meeting, which totaled \$1,146.

- **Contracting Procedures:** EPA, the New England Interstate Water Pollution Control Commission (NEIWPCC) under grant numbers 83384401 and 83384301, and the Association of State and Territorial Solid Waste Management Officials (ASTSWMO) under grant numbers US83536501 and US83537701 were cosponsors of the conference.

NEIWPCC, through its grants and as outlines in the formal co-sponsorship agreement with EPA, secured the site, meeting services, and managed the conference. All costs associated with the logistics of the conference (meeting site, AV rental, program, signage, light refreshments, etc.) were incurred by NEIWPCC. NEIWPCC used a competitive contracting process, through its grant, when procuring a site for the conference. NEIWPCC and ASTSWMO provided travel support to state and tribal regulatory participants.

- **Cost Comparisons:** N/A
- **How the conference advances the agency mission:** The purpose of the national tanks conference and expo is to educate attendees on the best management practices and upcoming issues about protecting the environment and human health from the dangers of release from underground storage tanks. The audience for the conference consists of technical, scientific, and managerial personnel from state, federal, and tribal regulatory agencies and industry in the U.S. The topics presented are of specific interest to this distinct audience.

This is the only underground storage tanks national forum where states, tribes, EPA, tank owners, equipment and service companies, and other stakeholders can meet to learn about, discuss, and share information on the best management practices, efficient implementation approaches, emerging technologies, and partnership opportunities. The expo also offers an excellent opportunity to build relationships and encourage peer matching for the tank program, where states can shadow other states to directly learn way to improve their tank programs, thereby providing valuable and timely tank education.

11. Tribal Lands and Environment Forum

a. Conference Spending Request Form ID: 10000859

- **Date:** 08/17/2015 – 08/20/2015
- **Location:** Minneapolis, MN
- **Cost:** \$113,836
 - **Food & Beverage Cost** \$0
 - **Audio-Visual Services Cost** \$0
 - **Travel Cost** \$113,836
- **Total Attendees:** 530
- **Individuals traveling on agency funds:** 105
- **Cost Methodology:** The costs of the conference were compared to costs associated with previous conferences, which was conducted by the grantee. This conference is organized through a cooperative agreement. The cost for EPA travelers was determined by the per diem rate associated with Minneapolis, Missouri. All conference activities were evaluated and determined to be reasonable and appropriate.

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- **Contracting Procedures:** The Forum is conducted under a cooperative agreement between the grantee Institute for Tribal Environmental Professionals (ITEP) and EPA. The grantee is responsible for implementation of the Forum.
- **Cost Comparisons:** Not Applicable
- **How the conference advances the agency mission:** The Tribal Lands and Environment Forum is mission critical to the EPA by providing direct interaction and collaboration with tribal co-regulators including tribal environmental professionals and tribal leaders. The TLEF is the only national training and meeting dedicated to bringing tribal co-regulators and the federal, state, local and non-profit organizations together to address the most pressing land-related environmental issues in tribal communities and now is even stronger with the addition of water-related issues. This event brings tribes and EPA together to discuss and learn about protecting and restoring water resources and providing access to safe drinking water.

12. 11th National Sustainable Design Expo & P3 Competition and Awards

a. Conference Spending Request Form ID: 10000644

- **Date:** 04/11/2015 – 04/13/2015
- **Location:** Alexandria, VA
- **Cost:**
 - **Food & Beverage Cost** \$0
 - **Audio-Visual Services Cost** \$12,211
 - **Travel Cost** \$11,485
- **Total Attendees:** Approximately 1,000 (public expo)
- **Individuals traveling on agency funds:** 14 non-EPA travelers
- **Cost Methodology:** The costs for the conference were compared to costs associated with previous conferences (this particular conference has been held annually over the last 10 years). All conference activities were evaluated to determine if costs were appropriate and reasonable, and also reviewed to determine where cost savings could be achieved.
- **Contracting Procedures:** The EPA People, Prosperity & the Planet (P3) Program support for the 2015 Expo was provided to Leidos, Inc under a competitively awarded Blanket Purchasing Agreement. The period of performance for this Contract Option Period was August 1, 2014 – January 31, 2016.
- **Cost Comparisons:** Leidos, Inc was awarded the contract through a task order that was competitively awarded by the Office of Acquisition Management's Research Triangle Park's, Procurement Operations Division.
- **How the conference advances the agency mission:** The EPA's P3 Program is designed to develop the next generation of environmental scientists and engineers. The National Sustainable Design Expo is a public showcase of the designs of the P3 teams which have competitively received a P3 Phase 1 grant coupled with a public expo highlighting sustainable technologies and initiatives from the non-profit, public, and private sectors. The annual National Sustainable Design Expo promotes the agency's mission of developing a world-class science base in the U.S. for environmental and public health issues and is sponsored by the agency's Office of Research and Development and the National Center for Environmental Research.

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13. 1985 Guidelines Revision: Invited Expert Public Meeting

a. Conference Spending Request Form ID: 10000904

- **Date:** 09/14/2015 – 09/16/2015
- **Location:** Crystal City, VA
- **Cost:** \$122,346
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$6,088
 - *Travel Cost* \$30,038
- **Total Attendees:** 76 + 163 virtual participants
- **Individuals traveling on agency funds:** 24 (8 EPA travelers, 16 Non-EPA travelers)
- **Cost Methodology:** Previous conference costs were used as a reference for this conference. Costs for each conference activity and location were re-examined to identify if and where costs might be further reduced but still maintain the quality of this conference. Final costs were associated with actual expenditures to manage the conference and the contract. Final costs were determined by the sum of the hotel, travel costs, and contract invoices.
- **Contracting Procedures:** This conference was funded under a work assignment under a competitively awarded contract. The contract is a broad support contract designed to provide technical, analytical, and logistical support for the Office of Water. Work is carefully monitored by the WAM and the Project Officer. The expert meeting was funded under EPA Contract EP-C-11-009, Work Assignment #4-62.
- **Cost Comparisons:** All conference activities were evaluated to determine if costs were appropriate and reasonable. All EPA-funded contractor travel was costed out, and subsequently paid for, at current government travel and per diem rates.
- **How the conference advances the mission of the agency:** The EPA's Office of Science and Technology, Health and Ecological Criteria Division provides a scientific foundation to support the Office of Water and the agency's mission of protecting human health and the environment by supporting the protection and restoration of the nation's waters (EPA's theme number 4). HECD develops Clean Water Act 304(a) Ambient Water Quality Criteria, which are recommendations of levels of a pollutant or other measurable parameter that allows for protection of human health and the environment. Over 30 years ago in 1985, the guidelines for developing Aquatic Life AWQC were published which describe the overarching scientific approach. Since that time, there have been many advances in aquatic toxicology. OST/HECD has committed to updating the 1985 guidelines to better reflect the use of the best available science in development of criteria recommendations. The 1985 guidelines revision meeting was an invited expert public meeting to solicit information and external scientific expert advice on advances in science that can be used to inform revision the 1985 guidelines to continue to support the agency's mission.

14. 12th Annual EPA Small Drinking Water Systems Workshop

- **Date:** 08/25/2015 – 08/27/2015
- **Location:** Cincinnati, OH
- **Cost:** \$110,020
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$0
 - *Travel Cost* \$27,180
- **Total Attendees:** 259
- **Individuals traveling on agency funds:** 68 (55 EPA travelers, 13 Non-EPA travelers)
- **Cost Methodology:** The Office of Research and Development (ORD) used the standard procedure for determining cost estimates by analyzing the previous year's (2014) actual workshop costs itemized in post-event invoices and contractor monthly reports.

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- ***Contracting Procedures:*** The EPA Contract EP-W-11-051 with Endyna, Inc. was used to fund the workshop. This was a Task Order contract, TA No. 38.
- ***Cost Comparisons:*** The Task Order order prices are pre-competed and pre-negotiated by the EPA with the contractor. The contractor provided a cost estimate for the workshop based upon ORD's Statement of Work for \$114,827 which was approved by the Task Order Manager and PO.
- ***How the conference advances the agency mission:*** In 2001, the EPA announced an initiative for additional research and development for cost-effective technologies to help small systems meet the new arsenic standard set at 0.010 mg/L and to provide technical assistance to operators of small systems to reduce compliance costs. As a result of this initiative, the EPA's Office of Research and Development began a series of yearly workshops to assist operators of small community water systems and states to comply with the new standard. As a result, this conference has become invaluable in disseminating the EPA's research to state primacy agency personnel responsible for drinking water regulations compliance and treatment. Attendees are able to build strong working relationships which allow the EPA and stakeholders from across the Nation to deliver safer drinking water. Through this workshop, the EPA gains a better understanding of regulatory and compliance challenges that states face, and the states benefit from the in-depth training and updated information the EPA provides.

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D. “Conferences” above \$100,000

1. 2013 National Executive Leadership Development Conference

- **Date:** 12/3/2013 – 12/4/2013
- **Location:** Washington, DC
- **Cost:** \$296,340
 - *Food & Beverage Cost* \$70,339
 - *Audio-Visual Services Cost* \$31,344
 - *Travel Cost* \$145,718
- **Total Attendees:** 311
- **Individuals traveling on agency funds:** 118 EPA travelers
- **Cost Methodology:** The previous year’s conference costs were used as a reference for this conference. Costs for each conference activity and location were re-examined to identify if and where costs might be further reduced but still maintain the quality of this conference.
- **Contracting Procedures:** The contract for this conference was awarded under a full and open competition. The contract was funded through the Working Capital Fund Conference and Meeting Planning Service. The CMP is a fee-based service offered through the WCF to all EPA employees in all 10 regions of the country. Through the CMP, Agency staff are able to order conference support to coordinate all aspects of a meeting including logistical and contract coordination. The CMP Activity Manager worked with OARM to follow the necessary procedures to secure the hotel, such as use of audio-visual equipment and the business center.
- **Cost Comparisons:** the criteria used to evaluate the properties that submitted proposals in response to the RFP were evaluated on date availability, location, quality rating, services, and price. All of these factors had to be taken into account when selecting a venue to determine which property offered the best value for the government. The hotel selected, the Omni Shoreham Hotel, offered significant discounts, including a guest room rate lower than prevailing government per diem (individuals were responsible for their own guest room charges), complimentary meeting room rental, 15% discount on box handling fees, 35% discount on audio-visual equipment, and complimentary WiFi. In addition, the hotel was near public transportation and offered a comprehensive green meetings initiative.
- **How the conference advances the agency mission:** The National Executive Leadership Development Conference is an annual meeting for the EPA’s senior leaders to hear from the EPA’s Administrator, obtain leadership training, and provides an opportunity to network. The NELDC also provides an opportunity for the EPA senior leaders to discuss building strengthened relationships, seeking out diverse views and tools to provide integrated solutions, and aligning understandings of problems to provide synchronized efforts to implement solutions.

2. Science Advisory Board (SAB) Panel Meeting on Water Body Connectivity

- **Date:** 12/16/2013 – 12/18/2013
- **Location:** Washington, DC
- **Cost:** \$101,103
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$28,950
 - *Travel Cost* \$38,176
- **Total Attendees:** 210
- **Individuals traveling on agency funds:** 32 (30 EPA travelers, 2 non-EPA travelers)
- **Cost Methodology:** Previous year costs were used as a reference. Costs for each conference activity were re-examined to identify if and where costs might be further reduced but still

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maintain the quality of the review. SAB utilized opportunities for internal staff to assume a larger role in lieu of contractor support and reviewed travel costs carefully to limit travel to essential EPA and contractor staff. All travel was done in accordance with Federal Travel Regulations.

- **Contracting Procedures:** This conference was funded under a task order under a competitively awarded GSA contract. The contract is a broad support contract designed to provide administrative and logistical support of the SAB. Work is carefully monitored by the Task Order Contracting Officer Representative and Project Officer.
- **Cost Comparisons:** The costs for the conference were compared to costs associated with previous conferences. All conference activities were evaluated to determine if costs were fair and reasonable.
- **How the conference advances the agency mission:** This conference is held by the Science Advisory Board, which is a Federal Advisory Committee established pursuant to the Environmental Research, Development, and Demonstration Act and chartered under the Federal Advisory Committee Act. The SAB provides independent advice and peer review to the EPA Administrator on the scientific and technical aspects of environmental issues. The EPA's Office of Research and Development has requested that the SAB conduct a peer review on a draft of the EPA report, *Connectivity of Streams and Wetlands to Downstream Waters: A Review and Synthesis of the Scientific Evidence (September 13, 2013 External Review Draft, EPA/600/R-11/0908B)*. Due to the complexity of this review, it was necessary for the SAB panel to hold this meeting to discuss and deliberate their comments as required under the Federal Advisory Committee Act.

3. 11th Annual EPA Small Drinking Water Systems Workshop

- **Date:** 3/20/2014
- **Location:** Cincinnati, OH
- **Cost:** \$108,252
 - **Food & Beverage Cost** \$0
 - **Audio-Visual Services Cost** \$0
 - **Travel Cost** \$
- **Total Attendees:** 225
- **Individuals traveling on agency funds:** 1 EPA traveler
- **Cost Methodology:** The Office of Research and Development (ORD) used the standard procedure for determining cost estimates by analyzing the previous year's (2013) actual workshop costs itemized in post-event invoices and contractor monthly reports.
- **Contracting Procedures:** The EPA Contract EP-W-09-032 with Leidos, Inc. was used to fund the workshop. This was a Work Assignment contract within ORD's WA No. 2-5.
- **Cost Comparisons:** The Work Assignment order prices are pre-competed and pre-negotiated by the EPA with the contractor. The contractor provided a cost estimate for the workshop based upon ORD's Statement of Work for \$108,230, which was approved by the Work Assignment Manager and PO.
- **How the conference advances the agency mission:** In 2001, the EPA announced an initiative for additional research and development for cost-effective technologies to help small systems meet the new arsenic standard set at 0.010 mg/L and to provide technical assistance to operators of small systems to reduce compliance costs. As a result of this initiative, the EPA's ORD began a series of yearly workshops to assist operators of small community water systems and states to comply with the new standard. As a result, this conference has become invaluable in disseminating the EPA's research to state primacy agency personnel responsible for drinking water regulations compliance and treatment. Attendees are able to build strong working relationships which allow the EPA and stakeholders from across the Nation to deliver safer drinking water. Through this workshop, the EPA gains a better understanding of regulatory and

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compliance challenges that states face, and the states benefit from the in-depth training and updated information the EPA provides.

4. 2014 National Sustainable Design Expo and P3 Awards Ceremony

- **Date:** 4/25/2014
- **Location:** Washington, DC
- **Cost:** \$379,568
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$3,364
 - *Travel Cost* \$18,168
- **Total Attendees:** Approximately 5,000 (public expo)
- **Individuals traveling on agency funds:** 8 non-EPA travelers
- **Cost Methodology:** The 10th Annual National Sustainable Design Expo was held as an event within a larger event, called the 3rd Annual USA Science and Engineering Festival. Both events were held at the Walter E. Washington Convention Center in Washington, DC. ORD negotiated space costs with the USASEF to obtain costs similar to those associated with putting up a tent on National Park Service land as had been done for the previous nine Expos. A sub-event within a larger event, the majority of sub-contractor arrangements were handled by the USASEF organization. As required, union labor employed by the Convention Center provided all necessary labor.
- **Contracting Procedures:** The EPA People, Prosperity & the Planet (P3) Program support for the 2014 Expo was provided through a 32 month task order that was competitively awarded by OAM's Research Triangle Park's Procurement Operations Division under an also competitively placed EPA Software Engineering & Specialized Scientific Support (SES3) Blanket Purchasing Agreement. The period of performance of this task order is from December 11, 2002 through July 30, 2015.
- **Cost Comparisons:** All EPA-funded contractor travel was costed out, and subsequently paid for, at current government travel and per diem rates. Subcontractor procurements were made with the Convention Center's designated subcontractors as required.
- **How the conference advances the agency mission:** The EPA's P3 Program is designed to develop the next generation of environmental scientists and engineers. The National Sustainable Design Expo is a public showcase of the designs of the P3 teams which have competitively received a P3 Phase 1 grant coupled with a public expo highlighting sustainable technologies and initiatives from the non-profit, public, and private sectors. The annual National Sustainable Design Expo promotes the agency's mission of developing a world-class science base in the United States for environmental and public health issues and is sponsored by the agency's Office of Research and Development and the National Center for Environmental Research.

5. 2014 Energy Star Partner of the Year Awards Ceremony

- **Date:** 4/29/2014
- **Location:** Washington, DC
- **Cost:** \$163,614
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$22,559
 - *Travel Cost* \$1,410
- **Total Attendees:** 833
- **Individuals traveling on agency funds:** 1 non-EPA traveler
- **Cost Methodology:** Held since 1993, this conference occurs on an annual basis. Previous year costs were used as a reference but the Office of Air and Radiation re-examined costs for each

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conference activity to identify if and where costs might be further reduced but still maintain the quality of this conference. In particular, OAR looked at opportunities to reduce pre-event and post-event tasks. Some of these tasks were eliminated while in other cases the work was done by EPA employees. OAR interchanged EPA employees with contract staff, where appropriate, and also attempted to have audio-visual needs sponsored by partners.

- **Contracting Procedures:** This conference was funded under a task order under a competitively awarded GSA BPA contract. The contract is a broad support contract designed to provide technical and analytical support of the ENERGY STAR Program.
- **Cost Comparisons:** The costs for the conference were compared to costs associated with previous conferences. All conference activities were evaluated to determine if costs were appropriate and reasonable.
- **How the conference advances the agency mission:** This is a large showcase event for the ENERGY STAR program and its partners. This conference advances the mission of the EPA to protect the environment by encouraging innovation by honoring private industry partners who have gone above and beyond their commitment to protecting the environment through energy efficiency. Approximately 800 (out of more than 20K total) partners come together to network and learn from each other about more ways to improve energy efficiency, learn more about ENERGY STAR, and highlight the achievements of the past year. Held since 1993, the annual awards ceremony is a major highlight for many partners, who strive to increase their participation in the program year after year with the hope of receiving this recognition.

6. National Training conference on the Toxics Release Inventory and Environmental Conditions in Communities

- **Date:** 5/7/2014 – 5/9/2014
- **Location:** Arlington, VA
- **Cost:** \$164,764
 - **Food & Beverage Cost** \$0
 - **Audio-Visual Services Cost** \$36,375
 - **Travel Cost** \$34,048
- **Total Attendees:** 314
- **Individuals traveling on agency funds:** 20 EPA travelers
- **Cost Methodology:** Final costs were associated with actual expenditures to manage the conference and contract. Final costs were determined by the sum of the hotel and contract invoices.
- **Contracting Procedures:** This conference was funded under a task order under a competitively awarded contract. The contract is a broad support contract designed to provide technical and analytical support. Work is monitored by the WAM and Task Order COR.
- **Cost Comparisons:** The costs for the conference were compared to costs associated with previous conferences. All conference activities were evaluated to determine if costs were appropriate and reasonable.
- **How the conference advances the agency mission:** Over 20 years ago, the EPA implemented a flagship community right-to-know regulatory program – the Toxics Release Inventory Program. The goal of this program is to provide communities with information about toxic chemical releases and waste management activities. Since implementation, the TRI program has been tracking the management of certain toxic chemicals that may pose a threat to human health and the environment. The National Training on TRI and Environmental Conditions in Communities conference augments existing online training provided throughout the year and fosters the exchange of information between the EPA, localities, states, tribes, federal agencies, industry stakeholders, community groups, researchers, and non-governmental organizations.

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7. Air Sensors 2014: A New Frontier Conference

- **Date:** 6/9/2014 – 6/10/2014
- **Location:** Research Triangle Park, NC
- **Cost:** \$114,688
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$0
 - *Travel Cost* \$20,510
- **Total Attendees:** 291
- **Individuals traveling on agency funds:** 26 (23 EPA travelers, 3 non-EPA travelers)
- **Cost Methodology:** ORD determined the projected conference costs by analyzing actual expenditures for all items from previous conference costs, and reviewing post conference cost documentation in the 5170A from 2012 and 2013 conferences and contractor monthly reports.
- **Contracting Procedures:** ORD used a 12 month task order under an existing EPA contract (EP-W-12-010), option period II, WA No. 2-24. The period of performance of this contract is April 1, 2014 through March 31, 2015.
- **Cost Comparisons:** ORD reviewed the costs for the Air Sensor 2014 workshop task order based on previous year cost for this type of conference and assessed the task order prices against that amount. The EPA sponsored travel was calculated based on attendance numbers from the 2012 and 2013 conferences.
- **How the conference advances the agency mission:** The 2014 Air Sensors: A New Frontier Conference addressed the opportunities and challenges associated with the next generation of air quality monitoring technology and data. This conference brings together a wide range of stakeholders to discuss, share, and communicate air sensor monitoring topics in direct support of meeting the EPA challenges by: making a visible difference in communities across the country by actively engaging community representatives, addressing climate change and improving air quality, launching a new era of state, tribal, and local partnerships by engaging stakeholders, and allows the EPA to take advantage of new tools and technologies to embrace next generation tools and processes.

8. Potentially Responsible Party (PRP) National Training Conference

- **Date:** 6/9/2014 – 6/13/2014
- **Location:** Denver, CO
- **Cost:** \$108,663
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$7,384
 - *Travel Cost* \$80,061
- **Total Attendees:** 116
- **Individuals traveling on agency funds:** 49 EPA travelers
- **Cost Methodology:** The meeting room and audio-visual charges were in line with other conferences/training sessions sponsored by the program. The program tracked the costs through the procurement request that the Office of Administration and Resources Management and RTP awarded to the Grand Hyatt; the travel obligation report identifying the actual costs of the EPA travelers; and, through an existing WA where “one” of the tasks provides technical support to support conferences.
- **Contracting Procedures:** Contracting for the meeting facility was done through the normal procedures including working with OARM and the hotel, and a PR was issued. This PR was for the meeting room for five days as well as the audio-visual equipment rental. Since the training sessions were co-located with the Association of State and Territorial Solid Waste Management

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Officials (ASTSWMO), and they had already procured the facility, OARM worked with them, the hotel, and OARM. OARM understood the circumstances, and the Grand Hyatt offered per diem, and the meeting room and audio-visual charges were in line with any of OECA's other conferences/training. This training was important to continue promoting the agency's goal to encourage collaboration with the states.

- **Cost Comparisons:** Costs for this conference were in line with any of the other conferences/trainings funded by the program.
- **How the conference advances the agency mission:** The PRP National Training Conference is a national training conference conducted by the EPA's Office of Site Remediation Enforcement. This training discusses potentially responsible party search topics, and is held in response to request from the EPA Regional offices and state counterparts. Identifying liable and viable potentially responsible parties is critical to the Superfund Program's Enforcement First principle that polluters pay for the cleanup rather than the taxpayer.

9. National Association of Remedial Project Managers

- **Date:** 6/16/2014 – 6/20/2014
- **Location:** Atlanta, GA
- **Cost:**
 - **Food & Beverage Cost** \$0
 - **Audio-Visual Services Cost** \$0
 - **Travel Cost** \$318,004
- **Total Attendees:** 439
- **Individuals traveling on agency funds:** 239 EPA travelers
- **Cost Methodology:** Cost estimates were based on data collected on actual costs of previous 5 conferences. Actual costs, except for costs of federal employee travel, are tracked by the contractor. To correctly track each conference-related activity, the contractor established a specific charge number for that conference-related activity and required any employee working on that task to charge to the specific charge number established. The contract project manager informed employees of the correct charge number to use based on the activity/task they were performing. The contract project manager reviewed the financials on a weekly basis to ensure employees were charging to the correct numbers. The project manager also reviewed each invoice to ensure it was charged to the correct conference-related charge number, if applicable. The EPA TOCOR then reviewed each invoice for accuracy and approval prior to payment. Costs for each conference activity were examined to identify if and where costs might be further reduced by still maintain the quality of the training program. For costs of federal employee travel, the actual costs are collected after travel vouchers have been completed using the training program registration cross compared to the data reported in the COMPASS Data Warehouse. All EPA travelers were provided with the EPA conference code and instructed to include that code in their travel vouchers. Training sessions were held to make sure staff were aware and of the procedures and how to complete their vouchers. Instructions on how to complete a Travel Authorization/Voucher were provided on the registration website, via direct email to each registrant, during national conference calls, via webcast training, onsite during plenary sessions and at the registration desk, and in the resource area. Participants were also advised to use best judgement for all travel decisions to manage travel costs. After the program participants were again reminded to include the conference code in their vouchers via direct email. Funds Certifying Officers researched voucher costs in the COMPASS Data Warehouse to report all travel costs. Follow-up emails and phone calls were sent to participants that had not completed their vouchers or included the conference code in their vouchers, and to the few EPA participants that were not showing up on the COMPASS Data Warehouse system. The EPA then resolved the results of the search from

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Compass with OSWER's registration records to sort name changes and missing data to provide a final total for reporting via the 5170A that included lodging costs.

- **Contracting Procedures:** Contract utilized to support this training program are competitively awarded technology transfer, training and mission support contracts designed to support many tasks required by the program. Support for training programs such as this one are part of the contract Scope of Work. OSWER did not award separate contracts specifically to support this training program other than for lodging which was advertised and competitively awarded to the Office of Acquisition Management based on a best value for goods and services.
- **Cost Comparisons:** The costs for the conference were compared to costs associated with previous conferences. All conference activities were evaluated to determine if costs were appropriate and reasonable. Cost comparison of training support contractors' rates happen at the time the general support contract is announced and bids are received, reviewed, and awarded, therefore this question does not apply to this conference. That process is carefully managed by the EPA's Office of Acquisition Management, which includes review by their General Counsel.
- **How the conference advances the agency mission:** The National Association of Remedial Project Managers conference provides annual training for Superfund Remedial Project managers on key skills that support their ability to manage complex environmental cleanups, including the dynamic nature of the technologies, policies, and issues surrounding cleanups, to protect human health and the environment. The training provided at the NARPM conference also fulfills the EPA's statutory responsibility for technology transfer and training, as well as the requirements under the National Contingency Plan to train Remedial Project Managers, and fulfills certification and training requirements, such as training to maintain COR certification.

10. Science Advisory Board and Board of Scientific Counselors Strategic Research Action Plan Meeting

- **Date:** 7/24/2014 – 7/25/2014
- **Location:** Washington, DC
- **Cost:** \$110,825
 - **Food & Beverage Cost** \$0
 - **Audio-Visual Services Cost** \$18,934
 - **Travel Cost** \$48,074
- **Total Attendees:** 163
- **Individuals traveling on agency funds:** 78 (76 EPA travelers, 2 non-EPA travelers)
- **Cost Methodology:** Previous year costs were used as a reference. Costs for each conference activity were re-examined to identify if and where costs might be further reduced but still maintain the quality of the review. SAB utilized opportunities for internal staff to assume a larger role in lieu of contractor support and reviewed travel costs carefully to limit travel to essential EPA and contractor staff. All travel was done in accordance with Federal Travel Regulations.
- **Contracting Procedures:** This conference was funded under a task order under a competitively awarded GSA contract. The contract is a broad support contract designed to provide administrative and logistical support of the SAB. Work is carefully monitored by the Task Order COR and Project Officer.
- **Cost Comparisons:** The costs for the conference were compared to costs associated with previous conferences. All conference activities were evaluated to determine if costs were fair and reasonable.
- **How the conference advances the agency mission:** The SAB is a Federal Advisory Committee established pursuant to the Environmental Research, Development, and Demonstration Act and chartered under the FACA. The SAB provides independent advice and peer review to the EPA Administrator on the scientific and technical aspects of environmental issues. The EPA requested the SAB to hold a joint public meeting with ORD's Board of Scientific Counselors to provide

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advice to guide the development of six Strategic Action Plans for ORD's six major research programs for 2016-2019. A joint SAB and BOSC meeting provides BOSC with the benefit of SAB's strategic thinking, allows the SAB to better understand ORD's operational challenges and the BOSC perspective, gives ORD advice on shaping new directions for the six research programs, and addresses questions of integration across all ORD programs.

11. National Conference on Mine-Influenced Waters and Pit Lakes (Hardrock Mining)

- **Date:** 8/12/2014 – 8/14/2014
- **Location:** Albuquerque, NM
- **Cost:** \$106,280
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$0
 - *Travel Cost* \$7,538
- **Total Attendees:** 269
- **Individuals traveling on agency funds:** 5 EPA travelers
- **Cost Methodology:** ORD used the standard procedure for determining cost estimates by analyzing the FY 2012 actual conference costs itemized in post-event invoices and contractor monthly reports.
- **Contracting Procedures:** The EPA Contract EP-W-09-032 with Leidos, Inc. was used to fund the workshop. This was a WA contract with ORD's WA No. 2-27.
- **Cost Comparisons:** ORD reviewed various internal proposals on the cost requirements of putting on a large conference, and reviewed data on the previous similar type conferences, to determine what amount of support was required.
- **How the conference advances the agency mission:** The National Conference on Mine-Influenced Waters and Pit Lakes provided a forum for the exchange of scientific information on current approaches for assessing the characterization, monitoring, treatment and/or remediation impacts on aquatic ecosystems, including pit lakes from mining-related contamination in the Western United States. The information exchange serves to improve monitoring approaches that quantify ecological condition and assessment techniques to establishing causality among multiple stressors. The information provided through this forum will also create a stronger foundation for risk-reduction and habitat restoration decisions by improving the means of identifying and prioritizing aquatic ecosystems impacted by mining and establishing ecologically-credible cleanup goals.

12. National Ambient Air Monitoring Conference

- **Date:** 8/11/2014 – 8/14/2014
- **Location:** Atlanta, GA
- **Cost:** \$118,428
 - *Food & Beverage Cost* \$0
 - *Audio-Visual Services Cost* \$5,430
 - *Travel Cost* \$46,363
- **Total Attendees:** 595
- **Individuals traveling on agency funds:** 81 (79 EPA travelers, 2 non-EPA travelers)
- **Cost Methodology:** This conference has been held since 2006, and was initially held on a tri-annual basis. Previous year costs were used as a reference and re-examined for conference activities to identify where savings could be found while still maintaining the quality of this widely attended conference. Conference location was closely reviewed to try and minimize EPA conference-related travel, allowing for the majority of OAR employees to drive government owned vehicles.

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- **Contracting Procedures:** The conference contractor support was funded under a WA under a competitively awarded contract. The contract is a broad support contract providing air quality management support to the EPA.
- **Cost Comparisons:** The costs of the conference were compared to costs associated with previous conferences. All conference activities were evaluated and determined to be reasonable and appropriate.
- **How the conference advances the agency mission:** The National Ambient Air Monitoring Conference provides a forum for the EPA, state, local, tribal, international, and other federal agencies to discuss implementing criteria and hazardous air pollutant monitoring programs. Attendees also discuss changes to monitoring networks as a result of revisions to the national Ambient Air Quality Standards and ambient air monitoring regulations, and are given the opportunity to share and discuss information learned as a result of data analyses. This conference also provides training on the Air Quality System, the EPA's repository for all ambient air monitoring data collected across the nation.

13. National Contaminants Forum in Fish

- **Date:** 9/22/2014 – 9/24/2014
- **Location:** Arlington, VA
- **Cost:** \$333,838
 - **Food & Beverage Cost** \$0
 - **Audio-Visual Services Cost** \$21,855
 - **Travel Cost** \$136,571
- **Total Attendees:** 201
- **Individuals traveling on agency funds:** 84 (6 EPA travelers, 78 non-EPA travelers)
- **Cost Methodology:** Costs for the conference are based on cost plus fixed fees detailed in the Scope of Work budget proposal.
- **Contracting Procedures:** This conference was funded under a task order under a competitively awarded GSA contract. The contract is a broad support contract designed to provide administrative and logistical support. Work is carefully monitored by the Task Order COR and PO.
- **Cost Comparisons:** competitive bid processes were conducted for the venue location and hotel, audio-visual services, and printing.
- **How the conference advances the agency mission:** The National Contaminants Forum in Fish is a national forum hosted by the EPA every two to three years, and demonstrates the EPA's support and commitment to the fish advisory community. This forum provides the opportunity for the dissemination of relevant science, health policy, and public health advice to the fish advisory community. Through this forum, the EPA is able to promote national consistency among state fish advisory programs, help build and maintain relationships between the EPA and state fish advisory programs, and provide a platform for state programs to meet on a regional basis to discuss issues such as approaches to advisory development on shared waters.

